



WE ARE HIRING!

ICLEI is a global network of over 2 500 cities and other subnational governments and their associations committed to building a sustainable future. ICLEI provides technical services, capacity building, networking and global representation opportunities, as well as cutting-edge solutions to its member and network cities and regions, and their communities.

ICLEI's African Head Office, which serves ICLEI's network cities from across Africa, is based in Cape Town (www.africa.iclei.org) and is also home to **ICLEI's Global Cities Biodiversity Center (CBC)**, a center of excellence in the field of urban biodiversity and nature-based solutions for urban development (www.cbc.iclei.org). ICLEI Africa has established a complementary office in Mauritius, namely the **ICLEI Africa Foundation**, to support and further enable its expanding services and expertise to governments across Africa. ICLEI Africa's footprint stretches across the continent, with staff located in several African countries, from where we serve our Members and implement projects.

The ICLEI Africa and ICLEI CBC teams: Our work is conducted by a dynamic and passionate team of well qualified and highly skilled professionals that work with cities and regions to ensure a more sustainable future. As an office that deeply cares for the constituency it works with, the team adheres to a strong set of values. There is a culture and ethos of openness and sharing, where staff are always willing to support each other where they can. There is a diversity of skills and experiences in our team of well over 60 staff that spans from those that work internationally at the highest advocacy, diplomatic and technical levels, to those that are driving impact at the local level as experienced practitioners in the fields of urban planning, economics, sustainability, social and environmental science, and engineering. Given the number of languages spoken across the African continent and globally, ICLEI Africa has many bilingual and multilingual staff, and also supports staff development in adding more languages and sustainability skills to their repertoire.

ICLEI Africa has the pleasure of inviting leading and suitably qualified individuals to apply for the position below, to join our African and/or global teams of dynamic sustainability professionals.

Please forward all of the following to iclei-africa@iclei.org by **17h00 (GMT+2) on 16 September 2024**. Note that all these documents will be treated as strictly confidential and only be used internally in ICLEI for this recruitment process:

- covering/motivating letter
- comprehensive CV
- copy of SA identity document, visa documents to work in South Africa, or in the case of non-South African applicants, a passport or equivalent identification papers proving the capacity to work in the country where the position is based
- available starting date

- current salary
- three contactable references

Please include the correct reference (REF) in your email subject line and covering letter, to clearly indicate which position you are applying for. All applications should be in English.

No late or incomplete applications will be considered.

A market-related and competitive annual remuneration package (TCOE based) will be offered to successful candidates, taking into consideration qualifications and experience, and the current salary scales of ICLEI Africa. In addition, successful candidates will qualify, as per our HR policy, for retirement and medical aid contributions, as well as home office allowances.

Candidates should have a fully internet-connected, functional, dedicated workspace at home (a company laptop will be provided).

Good team fit within the ICLEI team will be a consideration for all posts.

Applicants who have not been contacted within 90 working days after the closing date of this advertisement should regard their applications as unsuccessful. ICLEI Africa reserves the right not to appoint an individual in relation to any job advert.

We will be processing applications as they are received, and we reserve the right to close this advertisement before the final date stated should we find a suitable candidate. **As such, we encourage candidates to apply as soon as possible.**

ICLEI Africa is open to applications for internships in fields relevant to sustainability on an ongoing basis. Please email your CV with a covering letter at any time to the same email address as indicated above.

Professional Officer:
Climate Change Adaptation & Disaster Risk Reduction
(24-month fixed term contract position with the potential of renewal)
REF – PO : Climate Change Adaptation & DRR

ICLEI Africa is looking for highly-skilled candidates to work with us in improving climate change resilience and reducing disaster risk in African cities. An important area of work to be tackled by the successful candidate, will be to contribute to the creation of suitable conditions for subnational governments to engage with the private sector, civil society and the academic fraternity in planning and delivering climate change resilience and disaster risk reduction services for Africa cities.

The position is suitable for someone with a strong technical background related to climate change resilience, climate change adaptation and/or disaster risk reduction.

Candidates, via their applications, should provide evidence of the following experience:

- Worked with multi-sectoral stakeholders in Africa, to develop policies and practices that promote climate change adaptation and/or disaster risk reduction.
- Conducted planning, management and implementation of projects (from both a technical and financial perspective).
- Worked in multi-disciplinary, multi-location and multi-cultural project teams.
- Trained stakeholders in-person and remotely on topics of climate change adaptation and/or disaster risk reduction, with experience in workshop design and facilitation.
- Conducted stakeholder engagement, development of strategic partnerships, business development, project acquisition and resource mobilisation.
- Produced technical reports, conducted academic research and written academic papers.
- Worked on accessing finance for projects that aim to enable climate change adaptation and/or disaster risk reduction, including engaging stakeholders such as donors, development finance institutes and/or the insurance industry.

Requirements of this position:

- Relevant postgraduate degree in science, climate change, disaster risk reduction, or a qualification from an equivalent numerate discipline.
- At least 2 years of relevant experience.
- Proven experience in delivering outputs with high quality and within deadlines, and with significant benefit to stakeholders.
- Aptitude for working with numbers and budgets and proficiency in Microsoft Excel.
- Excellent writing ability, as well as good public speaking and facilitation skills.
- Proficiency in Microsoft Office programmes, especially Excel, Word and PowerPoint.
- Ability to engage professionally and diplomatically with political and technical officials in African subnational and national governments, as well as with partners that engage with government.
- Ability to play a knowledge broker/intermediary role between government officials and their counterparts in other sectors, to ensure that ICLEI Africa delivers whole-of-society solutions.
- Knowledge of and experience with climate change planning, implementation of climate change plans, and/or monitoring and evaluation of climate change action at the subnational scale, harnessing multi-level governance approaches.
- Experience with developing and conducting in-person and online training, webinars and/or virtual events.

- Ability to produce high quality technical reports, academic papers, popular articles, promotional and social media material.
- Ability to promote, enhance and expand the projects and partnerships she/he is involved in, and make linkages between programmes and projects on the continent, and globally, for maximum efficiency and impact.
- Innovative and agile individual with a 'can do' attitude who can think on her/his feet, who shows initiative and drive, and who will harness well-established networks to further build ICLEI's good reputation and networks across Africa and internationally.
- Willingness to travel extensively, in Africa and internationally.
- Proficiency in French and/or other languages spoken in African cities, in addition to English, will be a strong added advantage.